

FRESNO, CALIFORNIA

CLASS SPECIFICATION

PHLEBOTOMIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Phlebotomist is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for collecting evidentiary blood, ~~and preparing~~ for laboratory testing and analysis.

The Phlebotomist is distinguished from other classifications by responsibility for performing activities focused on ~~evidentiary blood~~ for dissemination to a laboratory.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Collects blood, specimens from adult and juvenile suspects at the direction of Police Department personnel, distributing specimens to appropriate laboratory or facility for testing or storage.	Daily 40%
2.	Monitors and maintains supply and material inventory and requisitions replacement items.	Weekly 10%
3.	Enters a variety of data and information into applicable computerized systems, ensuring accuracy and completeness of information.	Daily 40%
4.	Performs a variety of quality control procedures to maintain compliance with external and internal regulations.	Daily 10%
5.	Books evidence and maintains records of evidence, including the maintenance of logs of laboratory tests performed and/or other confidential information.	Daily 10%
6.	Provides testimony as an expert witness in legal proceedings.	Monthly 10%
7.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and two years of related experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- Certified Phlebotomist Tech I
- National Certified Phlebotomist Tech I

Knowledge (position requirements at entry):

Knowledge of:

- OSHA standards for processing and transporting bodily fluids, including safety precautions and practices related to blood borne pathogens;
- Phlebotomy procedures and techniques;
- Chain of custody practices and procedures related to specimens collected for analysis in a laboratory.

Skills (position requirements at entry):

Skill in:

- Using a computer and related software applications;
- Obtaining specimens or samples from suspects utilizing a variety of approved methods, including venipuncture, syringes, finger sticks, or skin puncture;
- Maintaining confidentiality;
- Compiling, preparing and maintaining a variety of complex and extensive logs, records, and reports;
- Maintaining a clean and safe work environment;
- Adhering to established safety protocols;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to blood and other bodily fluids, environmental hazards, gasses, chemicals and oils.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007